

- **FEBRUARY 7, 2008**
University Center at Gaylord*
(in M-TEC Building)
80 Livingston Boulevard
Gaylord, Michigan 49735
989-705-3700
<http://mtec.kirtland.edu/>
***Computers provided**
- **FEBRUARY 12, 2008**
VistaTech at Schoolcraft College*
18600 Haggerty Road
Livonia, Michigan 48152-2696
734-462-4610
www.schoolcraft.edu
***Computers provided**
- **FEBRUARY 21 2008**
M-TEC at Kalamazoo Community College*
7107 Elm Valley Drive
Kalamazoo, Michigan 49003-4070
269-353-1285
www.kvcc.edu
***Computers provided**
- **FEBRUARY 26, 2008**
Lansing Community College West Campus/M-TEC**
5708 Cornerstone Drive
Auditorium
Lansing, Michigan 48901
517-267-5452
www.lcc.edu
**** A limited number of computers will be provided at this location; you are encouraged to bring your own laptop.**

DIRECTIONS

For maps and directions

- Go to the facility website, or
- Go to the DEQ website at www.michigan.gov/deqworkshops, click on "Upcoming DEQ Workshops," scroll down to "10th Annual Introduction to MAERS Workshop," and click on the facility map.

If you need directions and are unable to access the Internet, contact the Registrar at 800-662-9278.

IMPORTANT!

REGISTRATION INFORMATION:
Environmental Assistance Center
800-662-9278

WORKSHOP INFORMATION:
James Ostrowski, DEQ
517-241-8057

REGISTER ON-LINE:
www.michigan.gov/deqworkshops. Click on "Upcoming DEQ Workshops."

For mobility, visual, hearing, dietary, or other assistance, contact Mary Goodhall at 517-241-7968.

Don't miss your chance to attend this valuable training.

Seating is limited so register early!

AUTHORITY: PA 451 of 1994, as amended
TOTAL COPIES: 1850
TOTAL COST: \$720.95
COST PER COPY: \$.39
Michigan Department of Environmental Quality

10th Annual

Introduction to MAERS Workshop

February 7, 2008

Gaylord

February 12, 2008

Livonia

February 21, 2008

Kalamazoo

February 26, 2008

Lansing

Jennifer M. Granholm, Governor
Steven E. Chester, Director
800-662-9278

www.michigan.gov/deq



MAERS REGISTRATION = \$75

Quick and Easy Registration!

REGISTER AND PAY WITH CREDIT CARD ON-LINE!

Go to www.michigan.gov/deqworkshops

OTHER REGISTRATION AND PAYMENT OPTIONS:

(Make \$75 check payable to STATE OF MICHIGAN)

- 1) Register on-line and print two copies of your confirmation. Keep one copy and mail the other with a check to: - **OR** -
- 2) Complete this form and make a copy for your records. Mail the original with a check to:

REGISTRAR
ENVIRONMENTAL SCIENCE AND SERVICES DIVISION
MICH DEPT OF ENVIRONMENTAL QUALITY
PO BOX 30457
LANSING MI 48909-7957

REGISTRATION INFORMATION

Environmental Assistance Center
• 800-662-9278

CANCELLATION POLICY:

If you do not cancel by 5:00 p.m. four business days before the workshop, you are responsible for the registration fee.



The **Introduction to Michigan Air Emissions Reporting System (MAERS) Workshop** is offered annually to help companies submit their MAERS reports electronically using the MAERS software. **This year's Introduction to MAERS Workshop will again feature hands-on computer training!**

Workshop participants will be taken step by step through the MAERS version 2007.0.0 software in an interactive, hands-on format. This workshop has been designed for those with little or no experience using the MAERS software and anyone who may need a review of MAERS basics. **Introduction to MAERS Workshop** participants will learn:

- MAERS software basics, including installation, navigation, and how to download your database.
- How to complete the electronic forms and submit your report to the DEQ.
- How to avoid common mistakes encountered when completing and submitting your MAERS report.

Workshop attendees will receive the new "MAERS Workbook" and other guidance materials.

There will be two sessions offered in Livonia; please register for **either** the morning or afternoon session if you are attending at this location. A **limited** number of computers will be provided at the Lansing session; you are encouraged to bring your own laptop. For questions about workshop content, contact James Ostrowski at 517-241-8057 or Email at ostrowsj@michigan.gov.

AGENDA

Morning Session (Gaylord, Livonia, Lansing)

- 8:00 a.m. Registration and Refreshments
- 8:30 a.m. •Welcome and Introduction to MAERS
•Changes to MAERS
•Explanation of Important Terms
- 9:15 a.m. MAERS Software Basics
- 9:30 a.m. BREAK
- 9:40 a.m. Form Completion Instructions
- 10:40 a.m. BREAK
- 10:50 a.m. Form Completion Instructions (continued)
- 11:30 a.m. Submitting Your MAERS Report
- 12:00 p.m. ADJOURN

Afternoon Session (Kalamazoo, Livonia)

- 12:30 p.m. Registration and Refreshments
- 1:00 p.m. •Welcome and Introduction to MAERS
•Changes to MAERS
•Explanation of Important Terms
- 1:45 p.m. MAERS Software Basics
- 2:00 p.m. BREAK
- 2:10 p.m. Form Completion Instructions
- 3:10 p.m. BREAK
- 3:20 p.m. Form Completion Instructions (continued)
- 4:00 p.m. Submitting Your MAERS Report
- 4:30 p.m. ADJOURN

Name _____ Please type or print.

Company Name _____

Mailing Address _____

City/State/Zip Code _____

Daytime Phone (_____) _____

Email Address _____

Confirmation will be sent 1 week prior to the workshop only to those providing an Email address.

I WILL ATTEND (check session you plan to attend):

- Gaylord (2/7/08)-AM
- Kalamazoo (2/21/08)-PM
- Livonia (2/12/08)-AM
- Lansing (2/26/08)-AM (A limited number of computers will be provided at this location; you are encouraged to bring your own laptop.)
- Livonia (2/12/08)-PM

PLEASE CHECK BOX(ES) THAT APPLY:

- Attorney
- Consultant
- Government
- Industry-SIC Code _____
- Utility
- Other _____

COMPANY SIZE:

- Less than 100 employees
- 100-500 employees
- Over 500 employees

- Please check here if you would like to be notified of future training via Email.

MAERS REGISTRATION FORM

HANDS-ON COMPUTER TRAINING